

**GEORGE DIXON SITE
MANAGER (HEAD
CARETAKER) PERSON
SPECIFICATION**

| | Essential | Desirable |
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| Experience | <ul style="list-style-type: none"> • Experience of working alongside people as part of a team • An understanding that the needs and safety of the children and staff are of prime concern • Work effectively both independently and as part of a team • An awareness of the need for strict hygiene and cleaning standards | <ul style="list-style-type: none"> • Experience of secondary and primary school caretaking or educational setting. • Working in a school environment/site management |
| Qualifications | <ul style="list-style-type: none"> • Basic training and/or sound experience in one or more of the following: general maintenance, plumbing, electrical/building maintenance, heating systems, grounds work • Health & Safety knowledge. • Several years' of practical experience of building maintenance operations • Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite. | <ul style="list-style-type: none"> • Have worked in an environment using similar skills • Experience or expertise in DIY • Relevant qualification or training in First Aid and/or Health and Safety • AMP knowledge |

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| Skills and Abilities | <ul style="list-style-type: none"> • Good organisational skills • Ability to prioritise, plan, schedule and meet deadlines and evaluate work • Ability to be proactive and work on own initiative and manage own workload, within a budget • Ability to lead and manage a small team • Experienced in conflict staff management • Commitment to the security and wellbeing of the schools' • A willingness to undertake as necessary training in all aspects of the job including health and safety • Good written and verbal communication skills • Ability to drive and hold a clean driving licence • Ability to carry out minor DIY work | <ul style="list-style-type: none"> • Experience of security systems • Some evidence of administration skills e.g. Record keeping, time sheets etc. • Knowledge and experience of Health and Safety regulations • Good negotiating skills and ability to write reports and present data. |
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| <p>Personal qualities and attitudes</p> | <ul style="list-style-type: none"> • Self- motivated • Enthusiasm • Demonstrates excellent social skills • Sense of humour • Flexibility • To be a proactive member of the schools' community • Hard-working • Common sense and initiative • Ability and commitment to contribute fully to the tasks in school • To uphold the ethos of our schools' | <ul style="list-style-type: none"> • An interest in professional self-development • A willingness to contribute to the wider life of the schools |
| <p>Physical Requirements</p> | <ul style="list-style-type: none"> • Fit and able to carry out duties • Ability to work at high levels with appropriate equipment • Ability to deal with some manual handling | |
| <p>Other Special Requirements</p> | <ul style="list-style-type: none"> • A full driving licence and ability to travel at short notice. | <p>Driving Licence with D1 category for minibus.</p> |